

CODE OF ETHICS

Every employee of the Santa Fe County Clerk's office is required to follow the provisions of the Governmental Conduct Act (Section 10-16-1 through Section 10-16-1 8, NMSA 1993) that apply to public employees.

Pursuant to the Governmental Conduct Act, as public employees, each employee of the clerk's office shall:

- * Treat his or her position as a public trust;
- * Use the powers and resources of the clerk's office only to advance the public interest and not to obtain personal benefits or pursue private interests incompatible with the public interest;
- * Conduct oneself in a manner that justifies the confidence placed in him or her by the people, maintaining the integrity and discharging ethically the duties of the clerk's office;
- * Fully disclose real or potential conflicts of interest, and avoid undue influence and abuse of his or her public service with the clerk's office;
- * Accept no money or anything of value that is conditioned on or in exchange for the performance of his or her official acts;
- * Use no confidential information acquired in performance of his or her employment with the clerk's office for personal or any other person's private gain;

In addition to adhering to the provisions of the Governmental Conduct Act, employees of the county clerk's office are to strictly follow office policy.

Employees of the county clerk's office are prohibited from:

- * Engaging in political activities during work hours or in the office of the county clerk; or
- * Accepting or displaying political literature related to an election being conducted by the county clerk's office.

While employees are encouraged to participate in political, social and cultural activities, these activities must not conflict with the ethical performance of their professional duties.